

The Mesa County Sheriff's Office Unmanned Aircraft Operations Manual



AUG 2012

PREFACE

The following procedures are intended to promote the safe and efficient operation of the department's unmanned aircraft. **SAFETY, above all else, is the primary concern in each and every operation, regardless of the nature of the mission.**

MISSION STATEMENT

It shall be the mission of those personnel of the Mesa County Sheriff's Office to be trained in the use of unmanned aircraft systems to use this resource to protect the lives and property of the people by preventing and detecting crime.

To provide air support in locating and apprehending wanted subjects, missing persons and for other search and rescue missions. Further, to aid in the adjudication of cases. Finally, to perform any task that can best be accomplished from the air in an efficient and effective manner.

01.00.00 ADMINISTRATIVE MATTERS

01.01.00 AVIATION OPERATIONS MANUAL

01.01.01 The guidelines contained in this manual are issued by authority of the Sheriff. As such it is an official document of the agency.

01.01.02 The manual is not intended to be all-inclusive, but as a supplement to other department policies, Federal Aviation Regulations, aircraft manufacturers' approved rotorcraft flight manual, etc.

01.01.03 This manual has been written to address unmanned aircraft operations as they existed when it was drafted. Equipment, personnel, environment (internal and external), etc., change over time. The management of change (MOC) involves a systematic approach to monitoring organizational change and is a critical part of the risk management process. Given this, it is essential that this manual be continually updated as necessary. The entire manual will be reviewed annually to assure it is up to date. Any changes to the manual will be communicated immediately to all members.

01.01.04 A copy of the manual (electronic or paper) will be issued to every member having unmanned aircraft responsibilities.

01.02.00 ORGANIZATION

01.02.01 Unmanned Aviation operations shall be comprised of those personnel assigned by the Sheriff and includes pilots, observers and others deemed necessary.

01.02.02 Aviation operations are under the direct command of the Sheriff.

01.02.03 Personnel assignments can be on a full-time or part-time basis or volunteer.

01.03.00 PERSONNEL

01.03.01 Commanding Officer - The Sheriff serves as the commanding officer of unmanned aviation operations and is responsible for overall management and supervision of the operation, which includes budget preparation and control, personnel selection, etc.

1. Given the technical nature of aviation, the Sheriff may, at his discretion, assign responsibility for unmanned aviation operations to any member who has the knowledge, skills and abilities to safely and effectively manage the operation.

01.03.02 Supervisor/Chief Pilot

1. The Sheriff may assign a subordinate to serve as the supervisor of unmanned aviation operations.
2. At the discretion of the Sheriff, one pilot may be designated as the chief pilot who shall serve as the supervisor of aviation operations.

01.03.03 Pilots

1. To be considered for selection as a pilot, applicants must be in good standing with the agency, meet all volunteer requirements and meet any other requirements imposed by the Sheriff.
2. A pilot's primary duty is the safe and effective operation of the agency unmanned aerial system in accordance with manufacturers' approved flight manual, FAA regulations and agency procedures. Pilots must remain knowledgeable of all FAA regulations; aircraft manufacturer's flight manual and sheriff's office policies and procedures.
3. Pilots may be temporarily removed from flight status at any time by the Sheriff, for reasons including performance, proficiency, etc. Should this become necessary, the pilot will be notified.

01.04.00 MISCELLANEOUS

01.04.01 Inquiries from the news media will be forwarded to the PIO for response.

01.04.02 Requests for support from other government agencies within, or outside Mesa County shall be forwarded to the Sheriff or supervisor for consideration.

01.04.03 Complaints about aircraft operations shall be referred to the Professional Standards Unit.

02.00.00 SAFETY

02.01.00 SAFETY POLICY

02.01.01 The Sheriff is committed to having a safe and healthy workplace, including:

1. The ongoing pursuit of an accident free workplace, including no harm to people, no damage to equipment, the environment and property.
2. A culture of open reporting of all safety hazards in which management will not initiate disciplinary action against any personnel who, in good faith, disclose a hazard or safety occurrence due to unintentional or intentional conduct.
3. Support for safety training and awareness programs.
4. Conducting regular audits of safety policies, procedures and practices.
5. Monitoring the unmanned aviation community to ensure best safety practices are incorporated into the organization.

02.01.02 It is the duty of every agency member with unmanned aviation responsibilities to contribute to the goal of continued safe operations. This contribution may come in many forms and includes always operating in the safest manner practicable and ***never taking unnecessary risks***. Any safety hazard, whether procedural, operational, or maintenance related should be identified as soon as possible after, if not before, an incident occurs. Any suggestions in the interest of safety should be made to the Sheriff without reservation.

02.01.03 If any member observes or has knowledge of an unsafe or dangerous act committed by another member, the Sheriff is to be notified immediately so that corrective action may be taken.

02.02.00 SUPERVISOR/CHIEF PILOT

02.02.01 The supervisor/chief pilot is responsible for the following:

1. Ensuring all flight operations personnel understand applicable regulatory requirements, standards and organizational safety policies and procedures.
2. Observe and control safety systems by monitoring and supervision of Pilots.
3. Measure Pilot performance compliance with organizational goals, objectives and regulatory requirements.
4. Review standards and the practices of agency personnel as they impact flight safety.

02.02.00 SAFETY OFFICER

02.02.01 One member may be designated as the safety officer. This assignment will be in addition to other duties.

02.02.02 The Sheriff will assure that the safety officer receives the necessary training to properly perform the duties of this role.

02.02.03 Duties of the safety officer may include:

1. Copy and circulate pertinent safety information.
2. Prepare a quarterly bulletin that contains, at a minimum, all reported safety related problems and corrective action taken. If there were any in-flight problems, the proper procedures for handling that problem will be discussed.
3. It is emphasized again that safety is the responsibility of ALL members, not just the safety officer.

02.03.00 SAFETY TRAINING

02.03.01 All new members shall receive training in the following prior to serving in an operational capacity:

1. Agency commitment to safety.
2. Agency policy/SOP.
3. The member's role in safety.
4. Process for reporting hazards and occurrences.
5. Applicable emergency procedures.

02.03.02 All safety training shall be documented.

02.04.00 SAFETY STAND DOWN

02.04.01 A safety “stand down” will be conducted annually. During a stand down, all members with unmanned aviation responsibilities assemble to review the agency safety program. It is also an opportunity to solicit changes to this manual, identify potential hazards, update emergency notification forms, conduct safety training, etc. The length of the meeting is dependent on the needs of the agency.

02.04.02 During the stand down meeting, normal operations are suspended to assure that all members are focused on the safety of the program.

02.05.00 MEDICAL FACTORS

1. Each member shall report to duty rested and emotionally prepared for the tasks at hand.
2. Physical illness, exhaustion, emotional problems, etc., can seriously impair judgment, memory and alertness. The safest rule is not to act as a flight crew member when suffering from any of the above. Crew members are expected to ground themselves when these problems could reasonably be expected to affect their ability to perform flight duties.
3. A self-assessment of physical condition shall be made by all flight crew members during preflight activities.
4. No member shall act as an air crew member within eight hours after consumption of any alcoholic beverage, while under the influence of alcohol, or while having an alcohol concentration of 0.04 or greater in a blood or breath specimen (FAR 91.17).

03.00.00 TRAINING

03.01.00 OBJECTIVE

1. The key to continued safe operations is by maintaining a professional level of aviation competency. The first step in this process is establishing minimum qualifications for selecting aircrew. The second step involves training.

03.02.00 BUDGET

1. The Sheriff will meet with unmanned aviation personnel annually during the budget preparation process to ascertain training needs for the upcoming fiscal year. Appropriate budget documents will be prepared and submitted requesting the necessary funds and to serve as documentation of the request.
2. Every effort will be made, using resources that are available, to provide meaningful training to new and existing members.

03.03.00 INSTRUCTOR PILOTS

1. The Sheriff will designate instructor pilots who will organize proficiency exercises as well as on going training.

03.04.00 TRAINING PLANS

1. All members will have a training plan on file that outlines training objectives for the upcoming year.
2. The approved training plan will be developed jointly by the Sheriff, supervisor, instructor pilot and member, as appropriate.
3. Training objectives will vary depending on whether the member is new to unmanned aviation or an existing member. For new members, the focus will be familiarization with the equipment and operational procedures. Existing members will focus on recurrent training etc. Objectives should challenge the member to increase their competency in the knowledge and skills necessary to perform.
4. Training plans shall be maintained in a file and reviewed monthly to assure progress towards objectives.

03.05.00 INITIAL TRAINING

1. Initial training will be conducted to provide new pilots with skills sufficient to operate unmanned systems, including specific system training.
2. New pilots need to become familiar with aviation operations, the unmanned aircraft and its equipment.
3. Any new member who fails to successfully complete initial training may be subject to removal from the team.
4. The Chief Pilot will designate the pilots minimum flight time necessary for each unmanned system.

03.06.00 RECURRENT TRAINING

1. In any case, regular proficiency flights will required for each individual pilot. Proficiency is defined as being able to consistently demonstrate a level of skill in operating unmanned systems.
2. Any pilot who has not flown an unmanned aircraft of the type operated by the sheriff's office for 30 days or longer must successfully complete a proficiency flight prior to acting as pilot in command of agency aircraft.
3. Recurrent training is not limited to actual pilot skills but includes knowledge of all pertinent unmanned aviation matters.
4. Failure to prove proficiency can result in removal from unmanned aviation responsibilities.

03.07.00 USE OF SHERIFF'S OFFICE UNMANNED AIRCRAFT FOR TRAINING

1. Agency aircraft can be used to meet the training objectives set forth in the member's training plan.

04.00.00 GENERAL OPERATING PROCEDURES

04.01.00 REQUESTS FOR AIR SUPPORT

1. Requests received during duty hours will be handled by the Chief Pilot or designee.
2. Requests for immediate assistance during non-duty hours will be referred to the on-call crew by the Regional Communications Center who will maintain an up to date on-call list.
3. Requests during non-duty hours that are not of an immediate nature will be referred to the supervisor for scheduling.

04.02.00 MISSION PRIORITIES

1. Several requests for air support may be received simultaneously. Given the limited number of unmanned aircraft and personnel available, it is necessary to prioritize calls for service.
2. In general terms, calls are prioritized as follows (listed in order of importance):
 - Search and rescue of innocent victims
 - In-progress calls involving a threat to the safety of any person
 - Searches for fleeing criminal suspects
 - Crime in progress calls
 - Traffic control operations
 - Requests to support other government agencies
 - Photo flights

04.03.00 FLIGHTS LEAVING THE COUNTY

1. Planned flights leaving the jurisdictional boundaries of MESA COUNTY need the specific approval of the Sheriff/Designee and may require specific FAA authorization.

04.04.00 MINIMUM FLIGHT CREW REQUIREMENTS

1. Due to the nature of the law enforcement mission and the clear distinction between air crew responsibilities, the minimum crew on ALL law enforcement missions will be a pilot and TFO. **Under no circumstances will a pilot attempt to complete a law enforcement mission by themselves.**

04.05.00 FLIGHT CREW RESPONSIBILITIES

1. Pilot

- The pilot is directly responsible for and is the final authority over the operation of the unmanned aircraft.
- Pilots have absolute authority to reject a flight based on weather, aircraft limitations, physical condition, etc. No member of the Sheriff's Office, regardless of rank, can order a pilot to make a flight when, in the opinion of the pilot, it cannot be done safely.
- Pilots are responsible for compliance with this manual and Federal Aviation Regulations.
- Pilots shall handle radio communications with air traffic control and other aircraft. When under the control of ATC, the pilot will not monitor sheriff's radio communications.
- Pilots shall be responsive to the requests of the TFO in order to accomplish the mission.

2. Sensor operator/Observer (S/O)

- The S/O is responsible for the law enforcement aspect of the mission.
- The S/O shall operate the payload and handle radio communications between ground units and dispatcher.
- The S/O shall remain alert for suspicious persons or activities on the ground and coordinate response by ground units.
- The S/O will avoid unnecessary communications with the pilot during takeoff and landing.

3. Crew Coordination

- The pilot and S/O will work together to form the crew which will ultimately accomplish mission objectives.
- In the interest of safety, both the pilot and S/O must be comfortable with any decision made while working as a crew. This begins when deciding whether to accept a mission and continues throughout the mission. If there is genuine concern on the part of either the pilot, or S/O, the mission should not be accepted or should be terminated.
- Concern on the part of either crew member should be immediately expressed to the other member. Communication is the key. Many times, reservations about something can be put to rest with a simple explanation.
- S/O's have the right, as well as the responsibility, to question the pilot whenever they do not understand something, or are uncomfortable with certain procedures, weather, etc. Conversely,

the pilot should honestly answer any questions posed to them and not feel as though he/she is being challenged, or threatened.

- THE CREW CONCEPT AND OPEN COMMUNICATION WILL HELP ACHIEVE SAFE OPERATIONS.

04.06.00 FLIGHT TIME LIMITATIONS AND REST REQUIREMENTS

04.06.01 During any 24 consecutive hours, the total flight time of any pilot may not exceed 8 hours, which shall include any other unmanned flying by that pilot. A pilot's flight time may exceed the flight time limits if the assigned flight time occurs during a regularly assigned duty period of no more than 14 hours and:

1. If this duty period is immediately preceded by and followed by a required rest period of at least 8 consecutive hours of rest.
2. If flight time is assigned during this period, that total flight time when added to any other unmanned flying by the pilot may not exceed 8 hours.
3. If the combined duty and rest periods equal 24 hours.

04.06.02 Each flight assignment under 04.06.01 must provide for at least 8 consecutive hours of rest during the 24-hour period that precedes the planned end of the agency flight.

04.07.00 PERSONAL PROTECTIVE EQUIPMENT

04.07.01 Other

1. Service weapons/Duty gear may to be worn/carried by Mesa County Sheriff's Office employee flight crew members authorized to carry such weapons.

04.08.00 PREFLIGHT ACTIONS

04.08.01 Thorough preflight planning and inspections are critical to safe operations.

04.08.02 Physical Assessment

1. Preflight begins with the aircrew making a self-assessment of their physical condition.
2. If unable to perform flight duties, the crewmember will decline such activity.

04.08.03 Inspections

1. At the beginning of each tour of duty, the pilot shall conduct a thorough preflight inspection of the unmanned aircraft in accordance with the instructions contained in the unmanned aircraft flight manual.
2. All mission equipment will be tested and securely stowed prior to the flight by the S/O.
3. It has been recognized that the use a checklist is a major weapon in combating aviation accidents. Checklists will be utilized.
4. If during the course of the preflight any mechanical discrepancy is found, refer to 06.00.00 MAINTENANCE.

04.08.04 Weather

1. At the beginning of each tour of duty, the pilot shall obtain a full weather briefing. The pilot will ensure that he/she gathers enough information to make themselves familiar with the weather situation existing throughout the area of operation.
2. Subsequent to the original weather briefing, pilots will obtain, as necessary, sufficient weather information to ensure that the original briefing stays valid. The frequency of these additional weather checks will be determined by the severity of existing or forecast weather.
3. Weather minimums for unmanned aviation operations are contained in the next section.

04.08.05 Documentation

1. Physical assessment, inspection and weather will be documented prior to flight.
2. Documentation will be maintained in file for a period of one year.

04.08.06 Preflight Planning

1. The pilot shall familiarize themselves with all available information concerning the flight.

04.09.00 GROUND HANDLING

1. The pilot is responsible for operation of the unmanned aircraft in the air and on the ground. Pilots will ensure that no unauthorized items are attached to the aircraft prior to movement. During movement, adequate clearance will be maintained.
2. Upon "Repack" of the unmanned aircraft the Pilot will ensure that all items are returned to their proper place.

04.10.00 POST FLIGHT RESPONSIBILITIES

1. A thorough inspection will be conducted of the unmanned aircraft immediately after the completion of the mission to ascertain if any damage was sustained during operation.
2. If necessary, the aircraft will be serviced so that it is immediately available for the next flight.
3. Necessary entries will be made into the aircraft flight log and appropriate reports will be completed.

04.12.00 ACTIVITY REPORTING PROCEDURES

1. Flight activities will be documented daily on an approved form, or format.

04.13.00 EMERGENCY RESPONSE PLAN

04.13.01 During unmanned aircraft operations, emergency situations may develop at any time. The primary concern in such incidents is the prevention of injury to persons on the ground and/or other users of the National Airspace. Secondary concerns include protection of property and non living entities on the ground.

04.14.02 For an aircraft accident with personal injury and/or significant property damage, the aircrew (if able) shall do the following:

1. Immediately notify dispatch and request assistance. Provide as much information as possible about the extent of the injuries, or damage.
2. Provide information to Air Traffic Control as necessary.
3. Render first aid to the injured.
4. Request notification of the supervisor/chief pilot and Sheriff, who will respond to the scene and coordinate accident investigation efforts.
5. Request the FAA and NTSB be notified if necessary.
6. Survey the damage to the unmanned aircraft and/or other property.
7. Provide any additional assistance or information requested by the FAA and NTSB.
8. Submit a detailed, written report to the Sheriff.

04.14.03 For ground emergencies, personnel shall:

1. Evaluate the need for response by FIRE or EMS.
2. Provide first aid, contain the incident, etc.

3. Notify the supervisor/chief pilot and Sheriff.

04.14.04 Pre-Planning for Emergencies

1. Safety response training will be conducted annually.
2. All members should receive basic first aid training.

04.15.00 MISCELLANEOUS

- 04.15.01** Personal use of Sheriff's Office unmanned aircraft is prohibited.

05.00.00 UNMANNED AIRCRAFT OPERATIONS

05.01.00 GENERAL – Unmanned Aircraft will be operated in accordance with this manual, Federal Aviation Regulations and the manufacturer's manual.

05.02.00 FLIGHT LIMITATIONS

05.02.01 Weather

1. Flight into instrument meteorological conditions, thunderstorms, or other severe weather is prohibited.
2. No aircraft operations will be conducted when the ceiling is less than 500' AGL.

05.02.02 Maximum Altitudes

1. The maximum altitude for operations is 400' AGL.
2. The pilot may deviate from the above when required by air traffic control (ATC), or operational necessity dictates such action is necessary. Further, the pilot must be able to articulate the operational necessity if called upon to do so. Finally, the pilot must consider the benefits of observation at lower altitudes versus real and/or perceived hazards to the crew, aircraft, people and property on the ground, etc., prior to ascending above 400' AGL.

05.02.03 Miscellaneous

1. Should the pilot or observer develop fatigue or a sudden illness, the flight shall be terminated as soon as practical.

05.03.00 GROUND SAFETY

1. The pilot and S/O must be constantly aware of dangers to ground personnel from moving rotor blades.
2. The pilot will not under any circumstances leave any unauthorized person in charge of the unmanned aircraft controls while the engine is running.

06.00.00 MAINTENANCE

06.01.00 GENERAL

1. Properly maintained unmanned aircraft are essential to safe operations. Compliance with manufacturer's scheduled maintenance, preflight inspections and immediate repair of mechanical problems ensure the availability and safety of agency unmanned aircraft.

06.02.00 DEFINITIONS

1. **Aircraft Flight Log** – Flight record book.
2. **Preventive Maintenance** – Simple, or minor preservation operations or the replacement of small standard parts not involving complex assembly operations.
3. **Scheduled Maintenance** – Periodic maintenance on aircraft at known intervals.
4. **Unscheduled Maintenance** – Repairs to aircraft in response to mechanical deficiencies.

06.03.00 RESPONSIBILITIES

06.03.01 Maintenance Officer

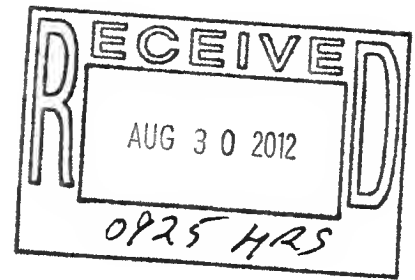
1. One member will be designated as the maintenance officer who will coordinate maintenance for agency unmanned aircraft. This assignment will be in addition to other duties.
2. If possible, maintenance will be scheduled when it will have the least impact on operations.
3. The maintenance officer shall maintain the aircraft.
4. The maintenance officer supervisor/chief pilot and Sheriff shall prepare the annual budget request for maintenance related needs. To do so, it will be necessary to accurately project which life-limited parts, or calendar-life components will need to be replaced, which systems require certification, required inspections, etc.

06.03.02 Pilots

1. Conduct a thorough preflight inspection of the aircraft in accordance with the unmanned aircraft flight manual.
2. The Aircraft Flight Log shall be reviewed prior to flight and the appropriate data entered at the conclusion of each flight.
3. In accordance with the Federal Aviation Regulations (refer to FAR Part 43.3), pilots can perform preventive maintenance
4. The pilot is the final authority on whether an aircraft is airworthy.

August 26, 2012

Mesa County Sheriff Office
Attn: Sgt. Art Smith
215 Rice Street
P.O. Box 20,000
Grand Junction, Colorado 81501



To Whom It May Concern:

Pursuant to the Colorado Open Records Act, I hereby request the following records:

1. any requests for proposals, proposals submitted by vendors, contracts, budgets or cost allocations for the purchase and/or use of aerial drones, UAs, UAVs, and UASs (hereinafter "drones");
2. any policies, guidelines, manuals and/or instructions on department use of drones, including on the legal process required (such as a warrant or court order), if any, before operating a drone;
3. any departmental records concerning this department's use of drones now or plans to use drones in the future including:
 - a. the types of investigations or instances in which this department is using or plans to use drones, or how it plans to support, manage or oversee the usage of drones by another department or office;
 - b. policies, guidelines, manuals and/or instructions on storage requirements or procedures for video or static images obtained through use of drones, including retention times;
 - c. the altitude at which drones can or do fly;
 - d. drones' ability to carry weapons.

I also request that, if appropriate, fees be waived as I believe this request is in the public interest. The requested documents will be made available to the general public free of charge as part of the public information service at MuckRock.com, processed by a representative of the news media/press and is made in the process of news gathering and not for commercial usage.

In the event that fees cannot be waived, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 3 business days, as the statute requires.

Sincerely,

Shawn Musgrave

Shawn Musgrave
Signed on behalf of
Sgt. Art Smith

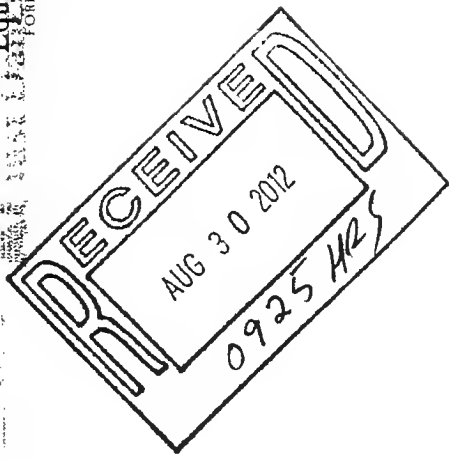
Filed via MuckRock.com
E-mail (Preferred): 1736-22464605@requests.muckrock.com

For mailed responses, please address (see note):
MuckRock News
DEPT MR 1736
PO Box 55819

Boston, MA 02205-5819

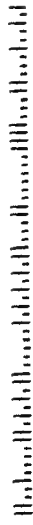
PLEASE NOTE the new address as well as the fact that improperly addressed (i.e., with the requester's name rather than MuckRock News) requests might be returned by the USPS as undeliverable.

Machich
PO Box 5817
Boston, MA 02205



Mesa County Sheriff's Office
Attn: Sgt Art Smith
215 Rice Street
PO Box 20,000
Grand Junction, CO 81501

81502500100



RESOLUTION NO. MCM 2002-052

ESTABLISHING FEES TO BE COLLECTED BY THE MESA COUNTY SHERIFF

WHEREAS, Colorado Revised Statutes provide for the collection of fees by County Sheriffs; and

WHEREAS, current resolutions adopted by the Board of County Commissioners do not reflect fees allowed by Colorado Revised Statutes; and

WHEREAS, current resolutions adopted by the Board of County Commissioners do not reflect other fees as established by the Mesa County Sheriff's office; and

WHEREAS, it is deemed desirable and necessary to adopt a fees schedule which reflects fees currently charged by the Mesa County Sheriff's office and allowed by C.R.S. 30-1-104.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF MESA:

1. The fees contained in Exhibit A, attached hereto and made a part hereof, are adopted as the fees for the Mesa County Sheriff's office.
2. All prior Resolutions establishing fees to be charged by the Mesa County Sheriff's office, including Resolutions MCM 77-015, MCM 84-053, and MCM 88-062 are hereby repealed and superceded.

DULY MOVED, SECONDED, AND PASSED THIS 18th DAY OF
March, 2002.



Attest:

Monika Todd
Mesa County Clerk and Recorder

by Robert L. Loh
deputy
S:\DRFT\AGM\RESO\sheriff_fees_2002.wpd

By: *Kathryn H. Hall*
Kathryn H. Hall, Chairman, Mesa
County Board of Commissioners

EXHIBIT A

FEES TO BE COLLECTED BY THE MESA COUNTY SHERIFF

DOCUMENTS SERVED - CIVIL

Summons, with or without Complaint or Petition and Answer

Restraining Orders

Interrogatories

Notices..... \$35.00

Subpoena..... \$60.00

Garnishment..... \$20.00

Writ of Restitution..... \$60.00 service
\$200.00 maximum
charge for actual
expenses

Execution of Court Orders: Execution, Foreclosure, Forfeiture

Recording in Sheriff's Log..... \$15.00

Serve Notice of Levy and Writ..... \$30.00

Seizure of Personal Property..... \$75.00

Issue and Record Certificate of Levy..... \$30.00

Notice of Sheriff's sale..... \$30.00

Certificate of Purchase..... \$30.00

Report and Return..... \$60.00

Sheriff's Deed..... \$40.00

Certificate of Redemption..... \$30.00

Commission Sale of Real Property

A. With Sale

Less than \$3,000.00 - \$20.00

More than \$3,000.00 - 1%

Not to exceed \$100.00

B. Without Sale

Less than \$500.00 - 3%

Between \$500.00 - \$1,000.00 - 2%

More than \$1,000.00 - 1.5%

Not to exceed \$150.00

Commission Sale of Personal Property

A. With Sale

Less than \$500.00 - 5%

Between \$500.00 - \$1,000.00 - 6%

More than \$1,000.00 - 7%

Not to exceed \$100.00

B. Without Sale

Less than \$500.00 - 3%

Between \$500.00 - \$1,000.00 - 2%

More than \$1,000.00 - 1.5%

Not to exceed \$150.00

Serving or Levying Writ of Attachment, Order of Possession or Replevin \$75.00

Service of Jury Summons..... \$10.00

Mileage on all Civil Matters..... \$ 0.36

CRIMINAL

Subpoena.....	\$7.50
Garnishment.....	\$7.50
Summons.....	\$15.00
All other notices.....	\$15.00
Mileage on Criminal Matters.....	\$ 0.12 or Max allowed

RETURNED UNSERVED

Civil.....	\$16.00
Criminal.....	\$5.00